

Staffing Guide

Position Description			Operations Clerk		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> Hours of Operation _____ Occupancy Rate _____ Seasonal/Peak Workload _____ 	<ul style="list-style-type: none"> Staff Supervised _____ Facility Layout _____ Facility Size _____x_____ 	<ul style="list-style-type: none"> Facility Age _____x_____ Multiple Locations _____ _____ 		
Workload/Staffing Comments: Monitors daily service calls and work orders. May provide administrative support for supply/warehouse functions and maintenance functions. Positions normally directly supervised by the Maintenance Supervisor or Engineering Technician. Position may be full time, part time or flex based on need					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	Not Authorized	Not Authorized	* 1 (NF-2)	* 1 (NF-2)
Alternate Staffing Standard (If Required)	None	None	None	None	None
Explanation of Alternative Staffing Standard:					
Staffing Standard Footnotes: * Requirement for establishing this position should be based on local management justification of workload.					